



City/County Management in ILLINOIS

Strengthening the quality of local governance through professional management

September 2012

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Calendar of Events

For complete details on events please visit the ILCMA calendar at <http://www.ilcma.org/calendar.aspx>

September 7, 2012

SWICMA Meeting
O'Fallon, IL

September 12, 2012

IAMMA Meeting
Schaumburg, IL

September 14, 2012

IACA Meeting
DeKalb County Courthouse,
Sycamore

September 20, 2012

Metro Manager Meeting
Harry Caray's, Lombard

September 20, 2012

ILCMA Professional Development
Harry Caray's, Lombard

October 7 – 10, 2012

ICMA Conference
Phoenix/Maricopa County, Arizona

October 18 – 20, 2012

IML Annual Conference
Hilton, Chicago



President's Column

Katy Rush, Chair Professional Conduct Committee and Village Administrator, Woodridge

Ethical Dilemmas

"I count him braver who overcomes his desires than him who conquers his enemies, for the hardest victory is over self."

– Aristotle

Have you ever been in a situation where you were tempted by an offer to attend a really great ball game where tickets are hard to score, join with some powerful folks at a dinner at an expensive restaurant or free golf opportunity? And the vendor making the offer was a really nice person and someone you enjoy spending time with? You know that there is the gift ban prohibition which is a legal requirement which we must follow as public employees and you are aware some communities have gone further to adopt a more restrictive ethics code. Your community is not one of those so the gift ban is the legal requirement. You have been told that these situations will not violate the gift ban (food is okay if eaten at a location/event, the ball game ticket is not worth over \$75 and the golf is less than that threshold as well). You know about the ICMA Ethics Code and you wonder if accepting any of these offers would put you at risk of violating the code which, on an annual basis, you vow to uphold.

The ball game, dinner and golf situations can be evaluated against the following tenets:

Tenets 3:

"Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Guidelines:

Public confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Tenets 12:

"Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

Guidelines:

Gifts. Members should not directly or indirectly solicit any gift or accept or receive any gift—whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form—under the following circumstances: (1) it could be reasonable inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In de minimus situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The

guideline is not intended to isolate members from normal social practices where gifts among friends, associates and relatives are appropriate for certain occasions.

In any situation, there are going to be circumstances that make these evaluations more clear. Perhaps you are in an RFP process and the vendor offering the ball game tickets will be submitting a proposal. Clearly, you want to stay away from those tickets. Maybe, you are truly long-standing friends with the vendor and don't have any course of business with him today in your municipality. Accepting the tickets becomes more of a judgment call. Perhaps the best course of action is to pay for your own ticket and enjoy the event. Or perhaps, it is best to watch the game at home with friends. The ICMA Code of Ethics is not entirely black and white.


When you have a question about a situation and need advice, I encourage members to call Martha Perego at ICMA. She can ask strategic questions that will help you evaluate the situation and keep in the clear.

Resources:

http://icma.org/en/icma/knowledge_network/documents/kn/Document/100265/ICMA_Code_of_Ethics_with_Guidelines



CIVIC LEADERSHIP ACADEMY
2012–2013

 **Advancing Civic Leadership**

CLA Courses Qualify for ICMA's Voluntary Credentialing Program

Saturday, September 8
New Civics and the Impact of Globalization
Kurt Thurmaier, Ph.D.

Tuesday, September 25
Leadership Lessons: Trying Times Demand Sound Leadership
Craig Rapp

Tuesday, October 23
Labor and Management Relations: A Primer for Negotiations
Thomas M. Melody, David Lefkow, Jason A. Guisinger, Klein, Thorpe & Jenkins, Ltd.

Thursday, November 8
Strategic Planning: Now is the Time!
Gerald Gabris

Tuesday, November 27
Lean Thinking and Government: The Time is Now
Craig Rapp

We hope to see you at one, or more, of the sessions.
Click here to register

Who's Who Directory Update

Patrick M. Brennan, the former Highland Park deputy city manager, is the new village manager for the village of Kenilworth.

Kendal Maltas, who has served the village of Northbrook as management analyst since 2009, was promoted to assistant to the village manager in Northbrook.

Juliana Maller, formerly the acting city manager in Park Ridge, has been appointed as the new village manager in Hanover Park. Her new contact information is as follows:

Village Manager
Village of Hanover Park
2121 West Lake Street
Hanover Park, IL 60133
Email: jmaller@hpil.org
Phone: 630-823-5610

Jonathan D. Kindseth has been appointed assistant to the city manager of Highwood, IL.

Hadley J. Skeffington-Vos, management intern, Sterling, IL, since 2011, has been appointed assistant to the city manager of Sterling, IL.

Megan Pierce, formerly with Sikich, is the new assistant to the village manager in Winnetka. Her new contact information is as follows:


Megan Pierce
Assistant to the Village Manager
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
Email: MPierce@winnetka.org
Phone: 847-716-3543
Cell: 847-650-2773

New contact information for **Brad Burke**:

Brad Burke
Village Manager
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069
Email: bburke@village.lincolnshire.il.us
Phone: 847-913-2335
Fax: 847-883-8608
www.village.lincolnshire.il.us

Welcome New Members!


T. Luke Banaszak, City of Highland Park, Administrative Intern
Gary Brennan, City of Minonk, City Administrator
Steve Castans, Securitas Security Services USA, Inc
Larry Doria, Securitas Security Services USA, Inc
Joel Horn, Whiteside County, County Administrator
Jenn Kriehner, U.S. Department of Housing & Urban Development, Debt Restructuring Specialist
Phil Modaff, Village of Carol Stream, Director of Public Works
John Schwarz, Village of Winfield, Administrative Intern
Scott Williams, City of Collinsville, City Manager



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As part of the "Friends of ILCMA" Corporate Partnership Program, partners at the highest level get the opportunity to submit a one-page written educational piece in the ILCMA newsletter.

The Political Future of PPACA

By Gallagher Benefit Services

The Patient Protection and Affordable Care Act ("PPACA") was passed over two years ago in March 2010. Since its passage, PPACA has faced many challenges including numerous lawsuits, some of which eventually reached the Supreme Court. In March of 2012, the Supreme Court heard an extraordinary three days of oral arguments on the constitutionality of the health law's individual mandate, which requires individuals to purchase health insurance or pay a penalty. In late June, the Supreme Court handed down its much anticipated ruling, which found the individual mandate constitutional based on Congress's taxing authority. However, the Supreme Court's ruling did not mark an end to all challenges against PPACA.

On July 11, the House of Representatives voted to repeal PPACA. The vote was 244-185 in favor of repealing the law. Five Democrats sided with Republicans in a vote that was generally split along party lines. This was the 33rd vote held to limit or repeal the law since Republicans took control of the House in the 2010 congressional elections. This is seen as a largely symbolic vote that will not have any impact on PPACA, as the Democratic-controlled Senate is not likely to take up the matter.

The Republican efforts to repeal PPACA appear to be stalled until after the November elections, where control of the Senate and the White House will be in play. Should Republicans gain control of the Senate and Mitt Romney wins the Presidency, most political experts expect new efforts to repeal PPACA. Even if Republicans fail to gain a filibuster-proof 60 seat majority in this year's elections, they can challenge the law through other means.

Portions of PPACA that affect the budget can be voted on using a process known as reconciliation. Reconciliation will allow for repeal of budget-specific parts of the law with a simple 51-vote majority and avoid facing the possibility of a Democratic filibuster. Challenges against other parts of PPACA, including the mandate that insurance companies cover individuals with pre-existing conditions or that insurance companies cover children until the age of 26, would not qualify for a reconciliation vote and may still face a filibuster if they are challenged.

With more than 70 municipal clients in the state, **Gallagher Benefit Services** will consult with your entity on the following:

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- » Long-Term Care
- » Flexible Spending Accounts
- » Healthcare Reform
- » Compliance
- » Property & Casualty
- » Workers Compensation
- » Municipal Retirement/Executive Consulting
- » Cooperative Purchasing
- » HR Consulting

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Gallagher Benefit Services, Inc.
thinking ahead

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Juggling a Multi-Building Capital Plan in Order to Take Advantage of the Financial and Municipality Branding Benefits

By Carol Sente, Vice President, FGM ARCHITECTS

Everyone enjoys the benefits of a successful capital project, but in the midst of hundreds of decisions about a project's budget, layout and materials, occasionally a project can frustrate even the most organized of owners. So why the villages of Hoffman Estates and Glendale Heights would consider a multi-building capital plan over a very short time span and exponentially increase the demands on their villages?

Often times, facilities are competing for maintenance and functional improvements and are dramatically undersized for the current staff and services provided. Due to the cost and labor intensity, capital projects don't come along every day. So when a municipality's bonding capacity expands due to the completion of a prior bond repayment, a board might ask, "With bond rates being so favorable and all of our buildings aching for attention, why not address all our capital needs at once?"

That is exactly the situation Hoffman Estates found itself in 2001 when they designed and built new fire and police stations, a new water tower and renovated their village hall. Glendale Heights is currently in year three of a four-year capital project that includes a new senior center, large police station expansion, aquatic facility and sports hub expansion/renovation, golf clubhouse renovation and civic center remodeling.

Looking to these two municipalities as case studies, what can your community learn about the benefits of a multi-building capital plan and if it is right for you?

A municipality can certainly take advantage of financial savings by rolling all projects into one or two low interest bonds, they can realize economies of scale by staging projects with some overlap in time schedule, reduce architectural and construction fees by utilizing the same team for multiple projects, and purchase furniture and appliances for multiple buildings from a single vendor. Beyond the financial benefit, the second most commonly cited advantage is the municipality is investing in their residents and providing something for everyone including professional staff. Often times new buildings allow the community to provide new services and amenities for the public's enjoyment, safety and overall benefit. Furthermore, staff morale and productivity always improves with a building project. "I'm proud we gave our employees the tools, facilities and technology to succeed," says Village Manager Jim Norris.

At Hoffman Estates, a confluence of factors spurred their four project capital improvement from an explosion of residential growth, a service study to relocate a fire station, annual capital planning studies, security concerns for their employees following 9/11, officer safety concerns, and a goal to improve service delivery to the public. Assistant Village Manager Dan O'Malley explains, "Our Village Hall was a former Safeco office building with an open office plan. Transactions were happening at two counters, neither of which were secure for the protection of our patrons and employees. At the beginning, we just moved into the building with minimal changes. As our village grew we needed to make more functional use of our space which allowed better service delivery and cross training of staff."

At Glendale Heights, five of the six building projects within their multi-building capital project were all located on the civic center campus which also houses a municipal court. "We had completed a comprehensive space needs study and residents' survey of what they wanted," says Village Administrator Raquel Becerra. "We do not have a downtown per se and so our centrally located campus serves as a way to create a sense of place for residents. We had a unique opportunity to capitalize on Build America Bonds, and although doing all of these projects at once has been a great challenge, we are proud of the investment our elected officials have made into the most visible indicator of community pride and civic engagement in our community."

The village wanted to change the dated look of their civic center and sports hub. The first project was an entirely new senior center and so when SRBL Architects was hired (in January 2012 merged with FGM Architects), they worked to give each facility a separate identity while simultaneously pulling together the entire campus with similar materials and color. "We wanted to create excitement and a sense of place at the campus with helpful signage to direct patrons to the appropriate main entrance depending on the reason for their visit," explained Louise Kowalczyk, FGM's Project Designer.

When asked to provide pearls of wisdom to their peers undertaking such an endeavor, municipal managers offered suggestions to start with a comprehensive facility plan before working on each individual project, leave some annual debt service unobligated, regularly communicate the benefits for such a large undertaking to the community and staff, make an early decision about how "green" you want your facilities to be, determine the best timing of each building, and consider using the same consultant for multiple projects. Both villages assigned a project manager to oversee the owner's responsibilities for each project, and agreed on the benefit of having one additional person to oversee the "10,000 foot" decisions about total budget, overall time schedule, owner contracts, and village-wide technology.

"If you are going to go through change," summarized Jim Norris, "why not do it all at once? If you are performing your planning process regularly, you will find opportunities to bundle your projects when advantageous. The transition period was tough but staff really came together. In the end we were within our budget and we received the Governor's Sustainability Award, LEED Gold, and a local environmental award, not to mention the community is benefitting from enhanced services."



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Improving Water Efficiency and Customer Service at the Madison Water Utility

By Jim Engelhardt, Wisconsin Business Development Director, Clark Dietz, Inc

The Madison Wisconsin Water Utility (MWU) has approximately 65,000 accounts and each customer is billed twice a year (six month billing). The city is divided into six meter reading sections and a sixth of the customers are billed each month based on readings taken at six-month intervals. Three full-time meter readers utilize a hand-held electronic device to manually enter readings from a remote register located on the outside of each home or business. The remote register is connected by a wire to the water meter within the premise and the reading is pulsed from the meter to the outside register. The data contained within the handheld device is downloaded each day into the utility's billing system.

Because MWU has always been at the forefront of meter reading (remote devices, hand-held computers), meter testing and replacement, and because their customers have enjoyed low rates, the six month billing system has been adequate. However, because of changes in metering technology, mandates from the Public Service Commission, annual rate increases becoming more frequent, and an increasing awareness of the need to conserve water resources, the MWU wanted to better serve its customers and maximize available water resources.

When faced with changing their current meter reading equipment and technology, the Madison Water Utility took a unique approach to upgrading their system. The utility hired a Clark Dietz, Inc. team to work with their management and design teams to develop the goals and objectives for a new meter reading system. These teams were comprised of diverse members throughout the utility.

A new meter reading system impacts all the functional areas of the MWU. Therefore, the management of the utility was consulted to make sure the new system met the utility goals and objectives. Based on information obtained, a management plan was developed to identify the following key components:

1. Operational Improvements
2. System Improvements
3. Customer Relationships
4. Project Phasing and Timeline
5. Project Budget

Once the high level management plan was approved, a needs assessment was performed to qualify, document and quantify current tasks to identify what their present process provided and what it was not providing. The needs assessment builds from the management plan to determine where gaps exist and identifies problems that the new meter reading system should solve. The following key objectives were identified by the project design teams:

- Upgrade of outdated and soon-to-be obsolete meter reading system
- Change to monthly billing
- Meet water conservation goals
- Improve customer service
- Improve water accountability

Additional benefits include:

- Better and more timely information for customers
- Early customer plumbing leak detection
- Improved system leak detection
- Improved cash flow from necessary rate increases
- Reduced emissions from meter reading vehicles
- Facilitate water conservation rate structures

As the needs assessment progressed, the management plan was revised, expanded and developed into the business case for the project. The business case identified alternative solutions with benefits achieved based on the identified goals and objectives. The result was the issuance of an RFP for a fixed network Advanced Metering Infrastructure (AMI) System.

Collection of water metering data has gone through several evolutions including manual, telephone based, radio walk-by, and radio drive-by systems. Now that a fixed network system (AMI) has been developed, the frequent data flow between the meter and the water utility allows delivery of a wide variety of services and applications to the utility and their customers. Meter readings are transmitted several times a day and will be available to the billing system and staff to assist with customer inquiries. As a result of timely usage data being available, the AMI system can detect customer plumbing leaks and also allows the utility to more accurately and regularly assess water loss throughout the system.

As a result of the management plan, needs assessment and business case, the MWU determined an AMI system offers many benefits for the environment, for customers and for the utility. The benefits for the environment include customer conservation incentives, water loss reduction, early detection of leaks, and reduced vehicle emissions. The benefits for customers include the ability to manage water usage, leak detection, accurate and timely bills, and improved services. For the water utility, the AMI system offers the ability to better serve its customers, improve cash flow, provide for water conservation, delay capital expenditures, and position itself as an industry leader.

A short list of vendors was determined, interviews and on-site visits were conducted and the vendor selection was made with installation beginning in August, 2012 and completion by March 31, 2013.

Municipal Engineering

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- ✓ Wastewater
- ✓ Stormwater
- ✓ Structural
- ✓ Mechanical/Electrical



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New Ideas in Local Government Staffing

By Joellen C. Earl and Heidi Voorhees
GovTemps USA, LLC

Staffing options in local government today present new opportunities for managers who wish to try different configurations to deliver services. Traditionally, managers have not enjoyed flexibility when hiring and retaining staff members. Depending upon the jurisdiction and its geographic location, restrictions on hiring may have hampered a manager's ability to staff on demand and in a timely and expeditious manner. With the introduction of temporary staffing services geared to serve the needs of local governments, the outcome of flexibility in staffing for managers has been achieved. Here are some options to consider when a staffing opportunity is presented:

Interim Workers – when vacancies arise, there may be a need to staff for a short period of time. It typically takes three to six months to fill an exempt level position. The use of a qualified interim employee allows a local government to focus on the recruitment while the interim employee handles the day-to-day functions of the position. An executive level interim can also assist in identifying candidates for the permanent position based on his or her own network of colleagues.

Project based work – temporary staff can be instrumental when completing projects. Many available workers have expertise in a particular area as a result of serving for years in the local government profession. Utilizing the expertise of a temporary worker to complete a complex project can result in efficiency for the local government as regular staff will not need to develop the expertise to complete the work. Examples include: debt restructuring and refinancing, municipal electric aggregation, Tax Increment Financing (TIF) administration and capital project administration.

Phased Retirements – employees who are close to or at retirement age may want to consider a phased retirement. A phased retirement allows an employee to retire and start to collect a pension. The employee is then rehired through a temporary staffing firm or other third party and assigned to the jurisdiction on a part-time or project based arrangement. A phased retirement option is a tool that can be used effectively by managers to allow employees who many want or need to retire to do so in a manner that honors their service to a local government. Moreover, the transfer of institutional knowledge is preserved in a phased retirement as the former employee is available for a specified period of time to help transition this expertise to his or her successor and/or other designated employees.

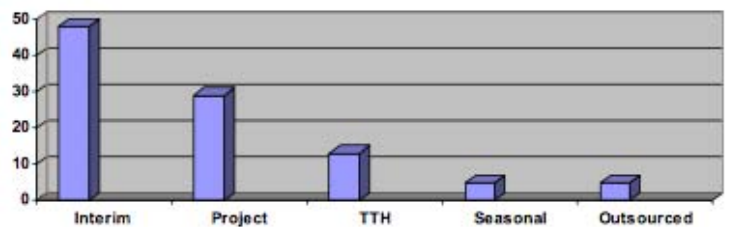
Mentoring – The demographics confirm the shortage of workers with expertise and time-in-service between the Baby Boomers and Generation X. As the Generation X-ers work to fill the gap created by the retirements of the Baby Boomers there is still a need to bring the next generation, the Millennials, up to a level to take over as the leaders of local governments. Using temporary workers to act as mentors to those who are now coming up through the ranks is advantageous to those who wish to impart knowledge and to those on the receiving end. The use of mentors allows managers to hire less experienced workers and pair those workers with experienced individuals who can provide training and networking opportunities. A mentor can also be retained to complete portions of a position that may not be known by the less experienced worker. Once the new worker is comfortable completing the basic duties of the position, the mentor can transition the final more complex pieces thus resulting in a fully trained worker.

Temp-to-Hire – At times, workers are needed to staff new programs or are being re-hired after layoffs. A temp-to-hire is an option that allows a manager the flexibility to determine if the need for the work is going to be sustained before a permanent offer of employment is made. Further, a temp-to-hire is a good option if a jurisdiction wants to "try out" a worker before retaining him or her permanently. This scenario may be present if the temp-to-hire employee is transitioning to local government from the private sector. Utilizing a temp-to-hire can also save a jurisdiction the time and expense of conducting a full recruitment for an identified position.

Outsourced Staff – When demands are seasonal, cyclical or technical in nature, a temporary worker can take on a role on an outsourced basis. Temporary workers can fill seasonal position; positions that are needed when there are spikes in demand (such as collections and elections) or if there is a part-time technical need, such as plan review. An advantage to a jurisdiction to outsource these types of workers is that tax and insurance liabilities and unemployment obligations are avoided.

After operating for just over one year, the placements made (expressed in percentages) in local governments are as follows:

Type of Placement: Interim, Project, Temp-to-Hire (TTH), Seasonal or Outsourced



Temporary staffing allows managers the flexibility to staff on demand and as needed. When considering a temporary staffing firm, the protection from liability for the jurisdiction and the temporary worker is paramount. A firm should have formal agreements, insurance and pay staff members as W2 employees, rather than 1099 employees. An experienced provider can assist in determining appropriate staffing options for your jurisdiction.

(This article appeared in part in the Alliance for Innovation Newsletter, August 2012.)



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Managers Contribute to IML Annual Conference Programming

By Walter Denton, IML Managers Committee, City Administrator, O'Fallon

As always, the Illinois Municipal League is holding its Annual Conference on October 18-20 at the beautiful Hilton Chicago. The conference provides an excellent opportunity to learn about the latest legislative and legal issues from the state's foremost experts. Some of those experts are fellow city managers who are speaking on timely topics.

Each year, the IML Managers Committee participates in developing sessions for the conference. During this year's conference four sessions will be offered that should be of great interest to those in the management profession. Two sessions involve significant personnel cost issues that municipal management teams must grapple with in their communities. A third session offers guidance and tips on how to establish and foster effective communication between managers and elected officials. There will also be an opportunity to share problems, solutions, and successes during a networking session designed specifically for managers.

The sessions are as follows:

Rising PSEBA Costs: What Can Be Done in Springfield and Your Community?

Otherwise known as the "catastrophic injury" law, the Public Safety Employee Benefits Act (PSEBA) provides lifetime taxpayer-funded health insurance benefits for public safety employees and their families under certain circumstances. The lack of a definition for what constitutes a "catastrophic injury" has resulted in this expensive benefit being offered to otherwise healthy and employable individuals. Attendees at this session will learn about the ongoing effort to pass sensible reforms to the law. In the meantime, there are steps that can be taken locally to reduce your municipality's exposure to questionable PSEBA claims.

Pension Reform Update

Governments across the nation are being forced to grapple with rising employee pension costs. Pension reform for existing employees continues to be a controversial topic in Illinois. Municipalities are also pursuing further reforms to lessen costs and financially stabilize the pension systems that provide benefits for police officers and firefighters. This session will provide an

IML Managers Monthly Column

interactive panel discussion about the need for more reforms and the prospect for their passage.

Building Effective Communication between Managers and Elected Officials

Effective communication between managers/administrators and elected governing bodies will result in stronger relationships and higher levels of trust. Sometimes conflicts can arise between elected boards and professional administrators due to a lack of knowledge on a given issue or process. This session will focus on effective information-sharing methods, approaches and tools that professional appointed administrators can utilize to keep elected officials abreast of critical issues and community happenings.

Networking for Managers

This session will provide managers from throughout Illinois with an opportunity to have an open discussion about several topics of interest. It's a great way to share information with colleagues.

The IML Managers Committee strongly encourages your participation in the 2012 IML Annual Conference! Interested parties can register for the entire conference package at a cost of \$250, or register for a single day at a cost of \$120. The IML believes that the \$250 registration option provides the best overall value for conference attendees. Please visit the IML website at www.imal.org to learn more about the conference and to register online or download a registration form.

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ILCMA will once again be participating as an exhibitor at the Illinois Municipal League Conference and is seeking volunteers to staff the booth. Please sign up for a time slot using the form below!

IML Conference Booth Sign-up

Count me in! I have indicated three (3) time slots that I can work

Name: _____

Title: _____

Address _____

Phone _____ Fax _____ e-mail _____

Please indicate your choices by putting a 1 by your first choice, a 2 by your second choice and a 3 by your third choice:

Thursday, October 18

_____ 2:00 pm – 3:30 pm

_____ 3:30 pm - 5:00 pm*

_____ 5:00 pm - 6:30 pm

Friday, October 19

_____ 10:00 am - 11:30 am

_____ 11:30 am – 1:00 pm

_____ 1:00 pm – 2:30 pm

_____ 2:30 pm – 4:00 pm

_____ 4:00 pm – 5:30 pm

*The Official Grand Opening is at 5 pm with the Get Acquainted Reception being held from 5:30 – 6:30 pm.

_____ YES, my mayor is willing to staff the booth with me!

Please respond by October 5th to:

Dawn S. Peters
ILCMA Executive Director
Center for Governmental Studies
NIU
DeKalb, IL 60115

You can also fax or e-mail your response to:
Fax: 815-753-7278
Email: dpeters@niu.edu

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ICMA Annual Conference

Join us from October 7-10, 2012, at the Phoenix Convention Center in Phoenix/Maricopa County, Arizona, for ICMA's 2012 Annual Conference!

Each year, through its highly praised Annual Conference, ICMA continues its tradition of offering an abundance of educational, information-sharing, and networking tools to help you manage your community in today's complex environment.

Especially in challenging times such as these, the tools, tips, information, and resources you pick up at the conference—in addition to the opportunities for professional and personal renewal and networking—are more important than ever.

In addition to daily keynote sessions, educational and Solutions Track sessions, roundtable discussions, ICMA University workshops and forums, field demonstrations, and numerous demonstrations of technology applications that you have come to expect, ICMA's Annual Conference will offer you new opportunities to help fulfill your commitment to career-long learning. You will hear about the innovative ideas and practical strategies you need to deal with the challenges facing local governments today. ICMA's Annual Conference is an educational and networking opportunity that you can't afford to miss!

ICMA's 98th Annual Conference from October 7–10, 2012, will be located in Phoenix/Maricopa County, Arizona. Maricopa County is the most populous county in the state and one of the largest counties in the United States (by area) with a land area greater than that of seven states. The county seat is Phoenix. For 98 years, Phoenix has been managed under the council-manager plan. Phoenix was one of the first cities to adopt a council-manager form of government, in 1913. As such it is befitting that Phoenix is the ideal venue for the 98th ICMA Annual conference.

ICMA's President, Sam Gaston, and the 2012 Annual Conference Host Committee invite you to the 98th ICMA Annual Conference, October 7-10, 2012. We hope to see you there!

REGISTRATION

The easiest way to register for the Annual Conference is to register online. Registering online also improves your chances of securing a ticket for events that have attendance limits. Online registrations must be paid by Visa, MasterCard, or American Express and may be divided between two credit cards to enable you to separate personal expenses from business expenses.

You must register by mail or fax if you are a nonmember who wants to join ICMA in order to receive the member discount.

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Registering by Mail or Fax

If you prefer to register by mail or fax, click [here](#) to open the printable registration form, which is available in Adobe Acrobat format. (If you do not have Acrobat Reader, download it from Adobe for free.) You can also contact ICMA's Member and Customer Support Team at 800-745-8780, 202-289-4262, customerservices@icma.org to request a copy of the form. Please note that registrations by mail and fax will only be accepted through September 30.

Online registration deadlines and rates

<i>Deadline</i>	<i>Member rate</i>	<i>Nonmember rate</i>
Register online by September 7:	\$680	\$1,120
Register online after September 7:	\$735	\$1,170

Mailed or faxed registration deadlines and rates

<i>Deadline</i>	<i>Member rate</i>	<i>Nonmember rate</i>
Registration postmarked/faxed by September 7:	\$705	\$1,120
Registration postmarked/faxed after September 7:	\$760	\$1,170

Members: To register as a member, you must be a current member of ICMA. If you would like to verify your membership status, call ICMA Member & Customer Support Center toll free at 800-745-8780 or 202-289-ICMA (4262) or e-mail customerservices@icma.org.

Note: ICMA membership is for individuals only.

SPECIAL REGISTRATION DISCOUNTS

ICMA affiliate members who are early-career professionals. Early-career professionals, defined as ICMA U.S. Affiliate Members who are entry-level to mid-management local government staff (not department heads), are eligible for a \$300.00 discount off the registration fee. If you are eligible, this discount will appear at checkout.

Members in transition. If you have been fired or forced to resign your position in local government and are now "in transition," ICMA will provide complimentary registrations for you and your partner. ICMA will also provide you and your partner with complimentary tickets to the Sunday Welcoming Reception. If you are eligible, this discount will appear at checkout.

FOR HOUSING INFORMATION VISIT

http://icma.org/en/conference/registration_housing/hotel_info

Would you like to learn more about what e-Government is and the benefits it brings? Is your municipality implementing e-Government initiatives?

The Department of Public Administration at the University of Illinois at Chicago will be launching a new professional development program starting this fall – the UIC e-Government Academy (e-GA). This program will uncover how to leverage different types of technologies to make government more efficient and effective in delivering services to its constituents. The e-GA is designed for public administrators at all levels who seek to develop skills needed to identify and implement the appropriate technological solutions for their organization.

For our members, UIC is offering a special 10% discount for this program. The program is priced at \$685 per course, but our members pay only \$616.50 per course. Just enter the Promo Code "PARTNERS" when you register.

Take advantage of the convenience and flexibility an online program offers, while gaining the knowledge you need. To learn more about the new UIC e-Government Academy program, please visit www.go.uic.edu/egmipartners and view the webinar to hear from instructors, Jeff Gawel and Spencer Stern.



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Metro Managers September Luncheon

Blogs, Social Media, Defamation, and Employment: Know the Law to Protect You and Your Municipality

Please join us for lunch with Attorney Paul Stephanides of Robbins, Schwartz, Nicholas, Lifton & Taylor to discuss the latest law regarding social media. The topics to be covered include defamation of you, your community, and/or your elected officials via social media and your response. In addition, Paul will update us on the ever evolving laws regarding employees' use of social media and management's use of social media for employment purposes.

Date: Thursday – September 20, 2012

Time: 11:30 a.m. Networking – 12:00 p.m. Luncheon

Location: Harry Caray's Restaurant
70 Yorktown Center
Lombard, Illinois

Cost: **\$25.00** check or cash payable at the door
(Interns & MITs are Free).
Additional \$5 charge for invoicing the cost of the luncheon.

\$50 if also attending the ***ILCMA Professional Development
Event: HEALTHCARE REFORM U.S. SUPREME COURT
DECISION - NOW WHAT??***

Payment can be made by credit card when registering online or by cash or check at the event. *Additional \$5 charge for invoicing the cost of the luncheon.*

RSVP by September 14 - online at <http://www.ilcma.org/forms.aspx?FID=79>
or to Alex Galindo at agalindo@niu.edu or (815) 753-5424

*Cancellations must be made **by September 14.**
Any cancellations after that date will require full payment for the event.*



ILCMA Reception at the ICMA Annual Conference in Phoenix

Once again, ICMA is setting aside an evening at the annual conference for affiliate receptions and alumni dinners. The ILCMA reception will take place after the NIU MPA alumni dinner. ILCMA is planning an after dinner cocktail reception at Sam's Cafe, which is just blocks from the convention center.

Location: Sam's Cafe
455 North 3rd St.
Phoenix, AZ



Date: Monday, October 8, 2012

Time: 8:30 p.m. – 11:00 p.m.

Please join ILCMA for an evening of networking and fun!

We hope to see you at the ICMA Annual Conference in Phoenix, AZ in October!

ILCMA would like to thank our reception sponsors:
GovTempsUSA, LLC & Voorhees Associates, LLC

September Luncheon

Mobile Phone Applications for Governments

Topic & Speaker Overview:

Tom Mannix, Managing Partner of Constituent Outreach Consultants, will address some of the most commonly asked questions regarding the use of mobile phone applications for government. He will cover such things as GPS, news updates, push notifications, and different operating systems. Tom has been with COC since early 2009, and was recently elected to the Village Council in the Village of Forest Park.

Date & Time:

Wednesday, September 12, 2012 · 11:30am—1:30pm
(Immediately following New Member/Intern orientation. Lunch to begin at noon and program at approximately 12:45pm)

Location:

Westwood Tavern & Tap · 1385 N. Meacham Road · Schaumburg, IL 60173

Cost: \$25

(Payment must be made at the door. Checks should be made payable to "IAMMA")

To register for the luncheon, please contact Kendal Maltas at 847.644.4017 or kendal.maltas@northbrook.il.us by Friday, September 7.

Payment Policy:

Individuals who RSVP are required to issue payment upon check-in at the event. If payment is not received at the event, a \$5.00 invoicing fee will be added to the cost of the event. The \$5.00 invoicing fee will also be applied to individuals who RSVP, but do not attend. To avoid being charged for an event and the \$5.00 processing fee, individuals that RSVP must cancel by the registration deadline.

We will attempt to make accommodations for individuals that do not RSVP, however space is not guaranteed.

ILCMA Board Approves New Member in Transition Benefits

In June 2011 the ILCMA Board conducted a strategic planning session which subsequently led to the adoption of the 2011-2014 Strategic Plan. Several elements of the adopted plan sought to examine the services and support provided to members in transition (MITs). Such services are available for all ILCMA corporate members.

To undertake this study, an MIT Task Force was assembled consisting of an Illinois Range Rider and six local government professionals with recent MIT experience. The Task Force has completed its assignment, and the Task Force provided the *MIT Task Force Report* as the work effort to provide recommendations to the ILCMA Board. To complete this effort the Task Force relied upon several sources of information which are outlined below:

- Research of existing ILCMA programs and services for MITs.
- Research of MIT programs and services offered within other state associations.
- Review of ILCMA membership survey results & comments pertaining to MIT issues.
- Discussion of personal MIT perspectives with Task Force members and other ILCMA members.

Based upon the recent ILCMA membership survey, it was very encouraging that respondents addressing MIT questions were positive and favorable regarding the efforts of the association. The Task Force shares this assessment. However, the Task Force also has the perspective that there are a number of ways that ILCMA can significantly enhance MIT services and support.

It is a sad fact that security within our profession is decreasing. Political volatility is increasing. Financial pressures continue to result in cutbacks as the economic recovery inches along. A "lack of fit" and other factors occasionally result in forced resignations. The creation of the MIT Task Force was an obvious result of this increasingly difficult environment. We are hopeful that these recommendations will provide value and assistance to those current and future MITs whose public sector role is proving to have less and less security.

RECOMMENDATIONS

ILCMA provides a multi-faceted approach to MITs. In addition to providing a written guide to navigating a job loss, the association provides continuing membership and professional development opportunities at no cost. MITs are also identified for potential interim employment opportunities.

The Task Force endorses a continuation of the existing ILCMA efforts. The Task Force's recommendations identify areas where ILCMA can potentially enhance its approach and move to the next level. The recommendations can be classified into three general areas: member communications & outreach; member support; and member employment. Please note that in many instances the recommendation provides conceptual rather than detailed solutions. The Task Force felt that program details, if adopted by ILCMA, may be best developed by staff in conjunction with the Board or an assigned committee.

At the May 2012 ILCMA Board Meeting, the ILCMA Board adopted a budget that incorporated many of the suggestions provided by the MIT Task Force.

Communication

In the area of communication and outreach, the Task Force recommended that a new committee be formed to address MIT issues. The ILCMA Board felt that a new committee was not needed, but that the work of the MIT outreach can be provided through a sub-committee of the Membership Services Committee. Therefore, beginning this year the Membership Services Committee will provide MIT support and carry out the functions of the MIT program.

In addition to the Membership Services Sub-committee, the ILCMA Board has taken upon itself to provide outreach to MITs on a regular basis. Each ILCMA Board member volunteers to reach out to a MIT via phone, e-mail, or in-person meetings.

Member Support

Legal Support: In the past there has been discussion regarding the appropriateness of funding legal services for soon to be MITs in negotiating separation agreements, or to assist those who face problems with elected bodies choosing to ignore severance provisions. Research indicates that legal assistance is being provided within several state associations. Several attorneys currently provide one hour of MIT consultation at no cost. *The Task Force recommended that ILCMA implement a program to pay for an additional one hour of legal fees associated with separation agreement negotiations and preparation.* The end result would be two hours of free legal services for an MIT. Any additional expense would be the responsibility of the member. The ILCMA Board approved up to \$1,000 in legal assistance for MITs. The assumption was that this could support up to five MITs at \$200 per hour.

Counseling/EAP Services: The emotional impact of becoming an MIT varies between individuals. However, it universally creates uncertainty, stress and other adverse effects. Research indicates that several state associations are providing programs that offer member and family counseling/EAP services. The Task Force recommended that ILCMA implement a program to reimburse up to \$500 in counseling/EAP service fees for the family of an MIT. Such a program could include any service provider selected by the member, or potentially involve an EAP partnership arrangement between ILCMA and a service provider. The ILCMA Board approved up to \$2500 for counseling support for MITs.

Downstate MITs: MITs in northeastern Illinois have a much greater opportunity to network and take advantage of ILCMA professional development opportunities due to the location of these events. Downstate MITs do not share the same level of opportunity due to distance and less concentration of professional colleagues. To help offset this disparity, *the Task Force recommends that ILCMA implement a travel stipend program to reimburse downstate MITs for mileage expenses to attend association events greater than 100 miles from their home.* Such a program would offset the financial burden

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ICMA Seeking Good Stories for Life, Well Run Website

As you probably know, ICMA has launched the new Life, Well Run website (<http://LifeWellRun.org>) as part of its campaign to raise awareness of the value of local government professional management. The campaign is starting in a few pilot communities this spring/summer and will go national next year.

The best way to tell the unique story of professional management will be to showcase projects that professionally managed communities have undertaken to improve the lives of their residents, and their results.

ICMA is now asking members to send stories about projects in which they've been involved, projects that make them proud.

In general, ICMA is looking for the kinds of projects you would nominate for annual program excellence awards (http://icma.org/en/icma/members/awards/annual_awards).

Here are the general categories:

- Community building (example: community gardens)
- Economic development
- Environment, energy & sustainability
- Education
- Good government (making government more efficient, etc.)
- Health & wellness
- Housing
- Kids
- Public-private partnerships
- Public safety
- Quality of life
- Recreation
- Service delivery & accessibility

And here are a few examples:

- Our own Highland Park launched Losers Win, a city-wide initiative to encourage residents to improve their health and fitness.
 - Evans, CO, partnered with local businesses on its Ball for All project to make sure that every child who signed up for sports had his/her own ball.
 - Sugar Land, TX, and the University of Houston partnered to bring a new campus to the city on land donated by the state (the first time in state history that the legislature donated land to another jurisdiction and the first time a municipality helped fund a state project).
 - Anticipating a severe water shortage in late summer 2009, Sonoma, CA, partnered with the Sonoma County Water Agency to launch the Cash for Grass incentive program to encourage residents to replace their grass with drought-resistant plants.
- Please send your stories (also questions) to Amy Mayers, Life, Well Run website manager, amayers@icma.org. Thanks!

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that may discourage MIT travel to events in the metro area and would be limited to a maximum reimbursement of \$300 during any 12-month period. The ILCMA Board approved up to \$600 to be used by Downstate MITs who want to travel to ILCMA and affiliate association meetings.

There were a number of additional recommendations that were provided in the final MIT Task Force Report. While the ILCMA Board has made significant contributions towards a better MIT program, work will continue through the Membership Services Subcommittee to improve ILCMA support for members in transition.

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Has your Staff been Cut Back, but your Workload Increased or Stayed the Same?

If so, ILCMA has a solution to your problem. Have you ever considered utilizing one of ILCMA's programs to help fill temporary job assignments or conduct a special project? ILCMA has two programs that may meet your needs:

Members in Transition Program (MIT) – ILCMA keeps a list of Illinois managers and assistants in transition. These managers are willing and able to fill positions, do special projects, and provide expert service to you and your community (list of MIT's below).

Professional Resource Program (PRS) – The PRS program consists of retired, semi-retired, and MITs who are again able to do special projects, fill positions and provide expert professional services to your local government. For information please visit the ILCMA website at <http://www.ilcma.org/index.aspx?nid=217>.

The ILCMA Range Riders have the most current list of managers in transition and professional resource program participants. Please do not hesitate to contact either Dawn Peters at ILCMA or one of the Range Riders.

Also, don't forget about recent MPA graduates. This is a tough job market and many of them are searching desperately for a position. They may be willing to provide services on contract for short-term projects. This will help them gain additional experience while searching for their first full-time position. Contact any of the graduate schools in your area to identify students who may be willing to do this type of work.

Members in Transition who agreed to publicize their information:
(Visit the Members Only section of the ILCMA website to view resumes of those who have submitted them.)

Thomas Christie
thomasbetty@ussonet.net
618-740-0547

Greg Seefeldt
gseefeldt@hughes.net
712-269-0700

Doug Elder
delder54@comcast.net
Cell: 309-262-8654

David Strohl
dastrohl@comcast.net
309-266-7135
Cell: 309-253-3923

Cathy-Ann Romero
cathyromero@comcast.net
847-705-4942
Cell: 847-732-4942

Kathy Katz
kselake@comcast.net
847-721-7602

Art Osten
artosten@sbcglobal.net
847-516-1007

Jim Hock
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The ILCMA Professional Development Committee Presents

HEALTHCARE REFORM U.S. SUPREME COURT DECISION - NOW WHAT??

The Federal government announced their decision at the end of June to hold the healthcare reform law constitutional; leaving nearly all of its previous requirements untouched.

It is crucial to be educated on this law and to understand the future of healthcare reform. While many provisions of the law are already in effect, many more provisions will be going into effect by January 1, 2014. Provisions have been outlined as far out as 2018. Such provisions could potentially have an impact on your current entity's contribution methodology.

This presentation will review the key provisions that will directly impact group health plans, employers that sponsor them, and individuals. Our discussion will include:

- >Individual Mandate
- >Employer Shared Responsibility
- >Mandated Benefits
- >W2 Reporting
- >Summary of Benefits and Coverage
- >Health FSA Limitation
- >Exchange Notice Requirement

Speaker: Lisa Carlson, Area Senior Vice President, Compliance Counsel, Gallagher Benefit Services

Date:	Thursday, Sept. 20, 2012		
Time:	9:00 a.m.	Registration and Continental Breakfast	
	9:30 – 11:30a.m.	Presentation	
Location:	Harry Caray's	Addresses ICMA Practice Areas 11 & 12:	
	70 Yorktown Center Lombard, IL	Financial Analysis & Human Resources Management	
Cost:	\$30 for Professional Development Only		
	\$50 if also attending the Metro Manager Luncheon (\$5 discount)		
	Members in Transition – please e-mail or call Alex below to register		
RSVP:	Phone in Registration 815-753-5424		
By Sept. 14	Email registration to Alex Galindo at agalindo@niu.edu		
	Online Registration with Credit Card: http://www.ilcma.org/forms.aspx?FID=79		

Cancellations must be made by Sept. 14. Any cancellations after that date will require full payment.

Village of Poplar Grove, Village Administrator, Part Time

Job Description:

The Village of Poplar Grove is seeking its first Village Administrator on a part time basis. The Village Administrator serves as the chief administrative officer for the daily operation of the Village and reports directly to the Village Board of Trustees. This is a part-time, salaried position with benefits, appointed by the Village President with the advice and consent of the Village Board. He/she serves the Board in the development and implementation of its legislative policies. He/she manages and provides leadership to six (6) full time and two (2) part time employees, the Treasurer and Village Clerk. This person is responsible for the duties of Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, be responsible for and coordinate all departments, and services of Village government and employees thereof which are under the control and jurisdiction of the Village President and Board as provided by law, and to make recommendations respecting the same to the Board.

Education and Experience Requirements:

Minimum education should include a Bachelor's Degree in Public Administration, Business Administration, Community Planning, or related field, and a minimum of three (3) years direct employment experience in the public sector. A preference will be given for strong accounting and budgeting skills, and for those holding a master's or related advanced degree. Furthermore, this position requires the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting;
- Experience in cost-benefit analysis, risk and project management principles;
- Experience with communication, graphics and database programs;
- Strong communication and interpersonal skills;
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors;
- Basic research and record keeping principles and disciplines.

Compensation:

Compensation will be commensurate with experience. Benefits included.

Please send resume with cover letter expressing your interest to pgprez@FoxValley.net by Sept. 24, 2012 or mail to Village Administrator Position Attn: Village President 200 Hill St. Poplar Grove, IL 61065 (marked confidential). For specific questions or additional information send e-mail to pgprez@FoxValley.net

The Village of Poplar Grove is an equal opportunity employer.

Greater Livingston County Economic Development Council, CEO (GLCEDC) (Pontiac, IL)

Salary \$80,000 +/- DOQ. The Greater Livingston County Development Council seeks an experienced economic development professional to serve as its Chief Executive Officer. GLCEDC is a non-profit economic development organization serving the Livingston County area in north central Illinois, population 39,000. Investor-Members of the council include municipalities in Livingston County, the County Board, community banks, the local medical center, and numerous industrial and commercial businesses. Livingston County is strategically located on I-55 between Chicago and Bloomington/

Normal. The area is served with 6 full interchanges along I-55 and has vacant land available for industrial and commercial development at each of them. The area's major businesses are manufacturing, assembly/production and agri-business.

Candidates must have a proven track record in economic development and job creation, excellent marketing and deal making skills, good business and financial management skills and the ability to develop relationships and build partnerships. Our desired candidate must be a self-starter, able to execute and create results and communicate effectively with the volunteer Executive Committee. CED designation or Masters Degree is preferred and four-year college degree required.

Please send your resume, letter of interest and qualifications to the attention of the GLCEDC Search Committee. All information should be e-mailed to office@glcedc.org.

Contact for search related questions should be directed to david.t.ochs@osfhealthcare.org.

Grundy County, County Administrator

JOB DESCRIPTION:

The County of Grundy, Illinois is seeking a person to serve as a County Administrator, upon the departure of the current County Administrator. The County is governed by an eighteen (18) member board elected from three districts within the County. Grundy County, Illinois is located approximately 75 miles Southwest of Chicago, Illinois with a population estimated at 50,000. Grundy County has an overall working budget of 30 million.

The person selected will be required to relocate to the County within one year of assuming the position. The salary for the position is negotiable based on qualifications. Relocation and interview travel expense will not be provided.

DUTIES: The following are suggestive of, but not limited to, the duties associated with the position:

- Provide highly responsible & analytical assistance to the County Board and committees.
- Recommend policies and procedures to the County Board and oversight committees.
- Act as the Public Information Officer for the County.
- Research; apply for; and administer grants on behalf of the County.
- Serve as a member of the County negotiations team for labor negotiations.

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- Prepare in conjunction with the County independent auditor, and administer the annual budget for the County.
- Coordinate the work of the appointed department heads. Assist them in providing cost efficient and effective delivery of services and performance of operations.
- Work cooperatively with County elected officials; assist them, as needed, in providing cost efficient and effective delivery of services and performance of operations.
- Administer policy direction approved by the County Board and manage the day-to-day operations of the County government under the jurisdiction and policy control of the County Board Chairman and the County Board.
- Monitors and coordinates Board approved projects, programs, and grants.

QUALIFICATIONS:

A Masters degree in Public Administration or a relevant field, with at least five years experience in an administrative role is required. Qualified applicant should have knowledge of planning and execution of administrative operations; budgeting and control of revenue, coordination and leadership of diverse departments and functions serviced to elected or appointed boards.

Grundy County reserves the right to cease recruitment for this position, with or without hiring an Administrator, at their discretion. APPLICATION DEADLINE SEPTEMBER 7, 2012

SEND RESUME AND OR APPLICATION TO:

Human Resources
Grundy County Administration
1320 Union Street
Morris, IL 60450
dkasper@grundyco.org
Fax (815)941-3428

Grundy County is a Equal Opportunity Employer and will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. To ensure the broadest range of services to individuals with disabilities, Grundy County is prepared to make necessary arrangements if requested in advance.

Village of Wheeling, Village Engineer

The Village of Wheeling is seeking a Village Engineer to assist with supervising all activities and personnel related to large and small engineering construction and repair projects, including planning and design of these projects. Administers the Capital Improvement Projects (CIP) and Motor Fuel tax (MFT) program and budget, and also the Community Rating System (CRS) of the National Flood Insurance Program (NFIP). Implements the subdivision control ordinances, floodplain regulations, storm water management codes, rules and regulations, and also design and construction specifications, including the permitting aspects for various projects. Working knowledge of personal computers and standard spreadsheet, word processing, and database applications. Knowledge of CAD and GIS systems desirable. Thorough knowledge of moderate to complex civil engineering principles, practices, and methods as applicable in a municipal setting, including the ability to read and interpret engineering plans, specifications and technical drawings. Thorough knowledge of surveying, construction methods and materials, land use and construction regulations, etc. Excellent communication and public relations skills also required.

Qualified individual must have graduated from an accredited four-year college or university with a bachelor's degree in civil engineering or equivalent; a minimum of four (4) years of civil engineering/municipal engineering experience or an equivalent combination of education and experience, a registered Professional Engineer in the State of Illinois and have a valid Illinois driver's license. Starting salary: \$76,563 with range to \$108,086 DOQ + excellent benefits.

The position is open until 4:30 p.m. on Wednesday, September 5, 2012. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume, references, and salary history to Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.

DeKalb County, County Administrator

DeKalb County, IL (pop. 105,160) seeks experienced public management professional to lead County organization of 23 Departments. 542 FT employees serve County residents with an annual budget of \$79 million. Appointed by 24-member County Board (twelve Districts based on population - elected for four-year terms), the Administrator works closely with Board Chairman and Executive Committee. Administers day-to-day County activities, directs all non-elected Department Heads and Staff, and serves as chief resource to County standing committees. Responsible for carrying out all established/adopted policies of the County Board. The County encompasses 635 square miles and provides traditional County service, including some 1600 acres of managed forest land. Located 60 miles west of Chicago, the County offers a high quality of life with excellent residential, recreational and educational opportunities. Bachelor's degree in public administration, public policy, business administration or related field required; MPA or similar advanced degree preferred. Candidates not possessing certification as a ICMA credentialed manager have one year to become a Credentialed Manager. Minimum of 10 years of progressively responsible professional experience in the management of local government affairs at least nine of which must be on an administrative level; demonstrated understanding and knowledge of County government strongly preferred. Experience and record of accomplishment in budget preparation/control, strategic planning, community relations, organizational analysis, financial planning, economic development, personnel management/labor relations, land use planning and facility management desired. Anticipated starting salary \$160,000 +/- negotiable D.O.Q.E. Send résumé, cover letter, and contact information for 5 professional references by September 21, 2012 to Gregory F. Ford at Voorhees Associates via our online application system: www.VoorheesAssociates.com/current-positions, Voorhees Associates, 500 Lake Cook Road, #350, Deerfield, IL 60015 or email: resume@varesume.com. Electronic submission preferred. Tel: 847-580-4246; FAX: 866-401-3100.

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Village of Shiloh, Village Administrator

Pop. 12,700

Salary Range: \$65,000-85,000 with excellent benefits

Exciting opportunity to serve as the first village administrator of this fast growing, diverse community in St. Clair County, founded in 1845. With 27 full-time employees and an annual budget of \$5 million, Shiloh is strategically located 20 minutes east of downtown St. Louis, adjacent to Scott Air Force Base. The village has many assets including a strong residential and business base, two highway interchanges, access to light rail and impending construction of the new Memorial Hospital East.

The successful candidate will have proven abilities in local government affairs with a strong financial and administrative background, an emphasis in economic and community development, a demonstrated record of effective staff management and human resources experience, and a clear commitment to constituent service with exemplary communication skills.

Under the direction of the Mayor and the Village Board, the administrator's responsibilities will include administrative, personnel, operations, financial/budgetary, economic development and communications duties. The administrator will handle the administration of village government, manage day-to-day operations and business affairs and supervise all departments within the village.

Requires a minimum of a bachelor's degree in public administration or a related field and at least five (5) years of relevant experience. For further information, see www.shilohil.org. Shiloh is an Equal Opportunity Employer.

Resume, cover letter and work-related references will be accepted through COB, September 14, 2012 to "Shiloh Village Administrator Search Committee," East-West Gateway Council of Governments, One Memorial Dr. Suite 1600, St. Louis, MO 63102. Phone: 618-274-2750 or 314-421-4220, Fax: 314-231-6120, E-mail: julie.stone@ewgateway.org

Village of Algonquin, Village Manager

Algonquin, IL (30,046) Dynamic, progressive community with beautiful neighborhoods and vibrant commercial districts, seeks its next Village Manager. The Village of Algonquin is located 47 miles northwest of downtown Chicago in McHenry/Kane Counties and is one of the area's premier suburbs with excellent schools, 23 beautiful parks, and winding tree-lined residential streets. The Village has 152 full-time employees, an annual budget of \$32 million, and operating departments including General Services (Human Resources, Finance, Recreation, and Administration), Community Development, Police, and Public Works including Water & Sewer. The Village is served by multiple separate Fire Protection Districts for Fire and EMS services. The Village Manager is appointed by and reports to the Village President and a six-member Board of Trustees, elected to staggered four-year terms. The current Village Manager has held the position since 1992. Candidates will be expected to have a strong background in municipal operations, particularly financial management, capital project management and economic development. The position

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requires a master's degree in public policy, public administration, finance, or a related field. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential. Residency is not required, but is encouraged. Salary: \$150,000+ depending on qualifications and experience, plus an excellent benefits package. Candidates should apply by September 21, 2012 with résumé, cover letter, and contact information for five professional references to Heidi Voorhees at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246. Equal Opportunity Employer.

City of Burlington, WI, Director of Public Works

BURLINGTON, Wisconsin (10,421 residents). Starting salary: \$71,500 +/- DOQE Growing, full-service community (including Library and Municipal Airport) located in Racine County approximately 30 miles southwest of Milwaukee and 70 miles northwest of Chicago, seeks an experienced Public Works Director to lead its Public Works organization. Nestled along the banks of the Fox and White rivers, Burlington offers a superior quality of life to its residents and visitors alike. The community has excellent schools, a thriving downtown and several successful industrial parks. Position reports to a City Administrator. The Public Works Department has 26 full/part time employees and \$6.4 million departmental budget. Qualified individuals will have a strong background in organizing and directing the administrative management and operational functions of a Public Works Department, responsible for: water distribution; wastewater collection/treatment (inc. laboratory); parks; streets; fleet maintenance; snow and ice control; contract engineering and refuse/recycling. Candidates must have 5 plus years increasingly responsible experience in an upper management position in a Public Works Department of comparable size and complexity as Burlington. Requires Bachelor's Degree in science, engineering, public administration or closely related field (plus water license; advanced wastewater license). Master's Degree or P.E. strongly desired. Candidates should possess strong skills and/or experience in effective service delivery, creative problem solving, and public presentations in a team-management approach. Excellent interpersonal/communication skills are essential. Submit resume with salary history and 5 work related references by September 7 to Mark J. Morien. Apply online at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246

Village of Elk Grove Village, EMA Coordinator, Part-time

SALARY: \$26.94 to \$37.94

The EMA Coordinator under general direction within the Fire Department is responsible for the management and coordination of disaster preparedness operations for the Village. Emergency Management operations occur whenever a local government responds to any massive emergency such as tornado, flood, or other natural or man-made disaster. This position serves as the point of contact for any federal reimbursements sought through FEMA for emergency responses. This is a part-time position at approximately 24 hours per work week.

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This position is also responsible for the development, implementation, and oversight of all policies and procedures necessary for the delivery of exceptional disaster management and response within the Village, and will be charged with developing and maintaining a Medical Response Corp (MRC) Program for the Village. Regular duties include National Incident Management System (NIMS) compliance, grant administration, and maintenance of the Emergency Operations Center (EOC) and Communications Van and all equipment contained within.

Essential functions including, but not limited to:

- Validates and maintains the Village National Incident Management System (NIMS) compliance with the State of Illinois.
- Prepares and revises the Village Emergency Operations Plan (EOP) with involvement from all departments, especially Fire Department, Police Department, and Public Works Department.
- Responsible for development of training activities for the EOC and Village Departments. Coordinates training activities for Village employees ensuring acceptable level of awareness by all employees and that all local, state, and national requirements related to employee training in emergency management have been fulfilled.
- Collaborates with Village Departments and/or other officials in order to prepare and analyze damage assessments following disasters or emergencies. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Must be "on call" 24 hours a day, 7 days a week. Must have a cell phone on hand at all times.

Education, Experience and Training:

Minimum of 5 years experience in a first responder position or equivalent combination of education, experience and training to successfully perform the duties of the position. Governmental experience preferred. Considerable knowledge of EMA laws, policies, and procedures, including local, state, and federal regulations and codes relating to emergency management services. Knowledge of modern disaster response methods and concepts.

License and Certification:

Illinois & FEMA Professional Development Series required upon hire. Illinois Professional Emergency Manager Standards and Accreditation required within one year of employment. Must maintain accreditation during employment. Completion of all required NIMS courses including ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800; and ability to complete NIMS IS-700 series training within the first year of employment. Possession of a valid State of Illinois Driver's License and a safe driving record.

TO APPLY: Complete the online employment application under Open Jobs at www.elkgrove.org by 9/4/2012. For more information or a copy of the full job description, please contact Human Resources Office, Village of Elk Grove, 901 Wellington Avenue, Elk Grove Village, Illinois, 60007, email mkrck@elkgrove.org or call at Tel: 847-357-4019.

Village of Woodridge, Director of Finance

The Village of Woodridge (population 32,971) is seeking a Director of Finance. Woodridge is a progressive, vibrant, diverse community in south central DuPage County.

This position is responsible for administering and supervising the Finance Department, including internal control systems, collections, and billings, financial reporting, general accounting, debt service management, revenue forecasting, cash management and investments, purchasing and payroll. This position provides advice and direction on financial matters to the Village Administrator, Village Board and Village Departments and the public, as well as to other governments and bond rating agencies. This position also serves as Treasurer. The 2012/2013 Village Budget totals \$40.6 million and a Moody's credit rating of Aaa with 129 employees.

The successful applicant will hold a Bachelor's Degree in finance, accounting or other related field. Must have a minimum of seven to ten years of responsible experience in executive level finance administration and accounting, including three years of supervisory and upper management experience. CPA and government/municipal experience preferred. Must possess and demonstrate sound problem solving, strategic, communications, budgetary, and analytical/managerial skills. The successful candidate will be an experienced executive with a proven track record in progressive fiscal management and the ability to work closely with department heads as well as elected officials. Residency within thirty miles is a requirement.

The starting salary is \$96,636.80.

Resumes including salary history and three work related references should be directed to Human Resources, 5 Plaza Drive, Woodridge, IL 60517. More information on this position can be found on the Village's website at www.vil.woodridge.il.us. This position is open until filled.

Applicants with disabilities who will need accommodations in order to complete any portion(s) of the pre-employment application process should contact the Administration Department, 630-719-4708.

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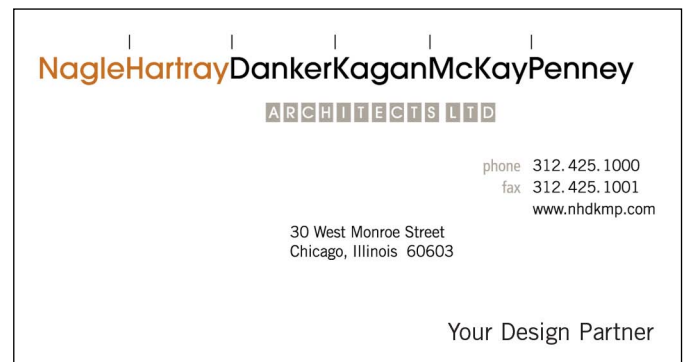
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The Communication Tool for ILCMA & IAMMA

Have you joined the ILCMA and IAMMA web portal for knowledge and information sharing? This system will allow ILCMA & IAMMA members to ask questions as you did in the past using the IAMMA listserv. ILGNET provides the following features:

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- Ability to respond to a posted question as well as an e-mailed question



To join please go to www.netqa.org/ILGNET/_cs/GNSplash.aspx or www.ilcma.org and follow the instructions on the homepage.